

STATEMENT OF UTILITY  
Administrative Officer, GS-15  
Chief, Administrative Staff

1. Direct the development of Logistics Office personnel and training requirements, records, programs and policies, and for liaison with the Personnel Office and the Office of Training in support of personnel and training activities.
2. Administer the Logistics Office mail room, registry, communications, handling and recording, and such other office services as space control, clerical and stenographic support, and messenger service.
3. Supervise and administer the Logistics Office records management and reports and forms control program.
4. Through staff subordinates, direct the consolidation and coordination of annual budget estimates for review of the Chief, Logistics Office.
5. Assist the Chief, Logistics in the development of Logistics Office budget and fiscal policies by supplying data relating to fiscal requirements and appropriations therefor.
6. Direct and maintain control of the internal allotment and expenditure of funds; supply information regarding the availability of funds for Logistics Office programs, projects and activities.
7. Install, direct, and review procedural studies made by staff subordinates for recommendation to the Chief, Logistics Office.
8. Review Logistics Office instructions and Notices for recommendation to the Chief, Logistics.
9. Review proposed CIA regulations sent to the Logistics Office for concurrence; direct routing of these proposed regulations to appropriate officials of the Office when necessary and follow up to ensure observance of deadlines, the consistency of replies, and their conformance with overall logistics policy.
10. Initiate, direct the preparation of, and review of Agency Regulations pertaining to logistical policies and procedures.
11. Administer the program to improve organization within the Logistics Office.
12. Serve as a permanent member of the Logistics Career Service Board.
13. Direct the administration of the Logistics Career Service Board programs, records, and decisions.
14. Review the T/0's of various divisions in the D/P complex to ensure adequate logistics-type personnel slotting and maintain liaison with officials of these divisions regarding problems involving logistics personnel.

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Statement of Duties  
Secretary-Steno, (GS-6)  
Office of the Chief  
Administrative Staff

1. Take dictation and type material for the Chief, Administrative Staff.
2. Schedule appointments for the Chief, Administrative Staff.
3. Log material in and out of the Office of the Chief, Administrative Staff.
4. Collect material and compile a weekly report of staff activities within the Logistics Office for the Chief, Logistics.
5. Coordinate routine personnel matters between the Chief, Administrative Staff and the Personnel Officer.
6. Maintain follow-up of all material requiring action by the Chief, Administrative Staff.
7. Maintain records in support of the Office of the Chief, Administrative Staff.
8. Receive visitors and handle telephone calls to the Administrative Staff and route to the appropriate official or to other components of the Logistics Office.
9. Screen correspondence prepared for the signature of the Chief, Administrative Staff.
10. Gather background material requested by the Chief, Administrative Staff, in support of impending conferences or reports.
11. Perform related duties as assigned.

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STATEMENT OF DUTIES  
ADMINISTRATIVE OFFICER, GS-13  
CHIEF, MANAGEMENT AND FISCAL BRANCH

1. Responsible for developing and assuring implementation of procedures in the areas of personnel; budget; the processing of general, classified, and registered mail; top secret control; cables; space control; allocation of parking spaces; the furnishing of office equipment, supplies and services for Office of Chief of Logistics; various other administrative services; and with the overall administration of the Administrative Staff, Logistics Office.
2. Responsible for developing and assuring the implementation of procedures governing Logistics regulatory issuances, in conformity with the provisions of the CIA regulatory issuances program.
3. Perform such special assignments as may be given him by the Chief, Administrative Staff, Deputy Chief and Chief of Logistics and will act for the Chief, Administrative Staff, on specific matters, and on all matters in his absence.
4. The major duties of the incumbent will center around the following programs:
  - a. A program to improve organization both within the Administrative Staff and Logistics Office.
  - b. A program to implement (improve) approved CIA management programs for reduction and control of reports, forms, correspondence, and records management.
  - c. A program to develop, establish and maintain budget and fiscal programs and controls.
  - d. A program to improve existing procedures, both within the Administrative Staff, LO and the Logistics Office.
  - e. To provide staff assistance in office systems and procedures.
5. The first program, to improve organization, involves:
  - a. In collaboration with the OEM Service, Office of the Comptroller in the development and establishment of simple and effective organization structures for the Administrative Staff specifically and the Logistics Office as a whole. Coordinates with the Special Staff and the Inspection and Review Staff in these matters.

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- b. The development, establishment and maintenance of concise and complete statements of mission and functions and responsibilities for the Administrative Staff specifically and for Logistics Office as a whole in collaboration (by coordinating) with Special Staff and Inspection Review Staff in these matters.
- c. The preparation, issuance, and maintenance of an organizational manual for the Logistics Office.

6. The second program, to improve approved CIA management programs, will be accomplished by:

- a. Assignment of an Administrative Officer (Records Management) who will work directly under the incumbent.
- b. A reports control program.
- c. A forms control program.
- d. A records management program.
- e. The preparation, issuance, and maintenance of a Logistics Office correspondence instruction (manual).
- f. A correspondence control instruction (system).

7. The third program, to develop, establish, and maintain budget and fiscal programs and controls consists of:

- a. Centralization of Logistics budget and fiscal matters in the Administrative Staff, with the duties performed by a trained budget and fiscal officer who will work directly under the incumbent.
- b. Improved budget estimates and justifications by essential budget planning, preparation, and coordination of budget estimates; and extensive and complete coordination of logistics budget matters with the Comptroller's Office.
- c. Establishment and maintenance of all Logistics Office financial records, reports and studies centrally; and maintenance of files of CIA, Comptroller, Bureau of the Budget, and other regulatory issuances affecting budgetary and fiscal matters.
- d. Establishment of a performance budget (by programs, functions and activities) reflecting costs of programmed objectives.
- e. Establishment of budget controls to insure expenditure of funds in accordance with programmed objectives.

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- f. Establishment of clear staff and functional responsibilities on budget matters between Logistics Office, operating components of the Agency and the Comptroller's Office to insure effective coordination, in operational budget planning, requirements and administration.
- g. Develop, establish, implement and administer on current basis in conjunction with the Coordination and Requirements Staff, Supply Division, and Comptroller's Office a revolving stock fund account for use in the procurement, issue and transportation of operational material.

6. The fourth and fifth programs to improve existing procedures both in Administrative Staff, Logistics Office, and the Logistics Office and provide staff assistance in office systems and procedures as a whole consists of providing continuing staff assistance by an O&M examiner who will work directly under the incumbent. The O&M Examiner will continually review and revise existing methods and procedures which will insure effective utilization of personnel and facilities. The incumbent through the methods examiner, in conjunction with the several Division Chiefs will develop and maintain an effective regulatory issuance control program.

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**Statement of Duties**  
**Administrative Assistant**  
**Management & Fiscal Branch**

1. Check outgoing Administrative Staff correspondence for proper format, conformance with Agency Regulations and procedures, and read and route incoming correspondence.
2. Read all incoming Agency Regulations and Notices to determine whether action by the Logistics Office is indicated and refer to the proper officials for action.
3. Maintain control of distribution of Agency Regulations and Notices within the Logistics Office.
4. Check all Logistics Office travel orders and vouchers for accuracy and conformance with Agency Regulations and policies.
5. Check requests for advance of funds for accuracy.
6. Maintain a log of travel orders issued within the Logistics Office, assign travel order numbers and handle details of travel for Logistics Office personnel going overseas.
7. Prepare a weekly report of Logistics Office personnel in travel status for the Chief, Logistics.
8. Report daily to the Contact Division, Office of Operations, all domestic travel of Logistics Office personnel.
9. Act as Cryptic Reference Officer, maintain pseudonym and alias file, obtain additional pseudonyms and aliases as required.
10. Control distribution of Logistics Office Instructions and Notices.
11. Maintain a file of authorities delegated by the Chief, Logistics.
12. Maintain a reading file and circulate it weekly.
13. Maintain the staff duty roster for the Office of the Chief, prepare the Logistics Office Notice, and follow-up weekly to ensure compliance.
14. Act as Health Representative for Quarters I.

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STATEMENT OF DUTIES  
CLERK-STENO, GS-6  
MANAGEMENT AND FISCAL BRANCH

1. Take dictation and type for the Chief, Management and Fiscal Branch, Budget Officer, Methods Examiner and the Records Management Officer.
2. Schedule appointments for the above mentioned officials of the Management and Fiscal Branch.
3. Provide clerical and stenographic assistance in the preparation of Logistics Office budget requests and maintain related files.
4. Maintain a log of all Agency regulatory material received by the Logistics Office for comment and concurrence.
5. Request automobiles from the Agency motor pool for Office personnel when necessary.
6. Maintain records of parking assignments and vacancies.
7. Provide clerical assistance to the Records Management Officer.
8. Perform related duties as assigned.

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**Statement of Duties**

Methods Examiner, Procedures, GS-12

Management & Fiscal Branch

1. Conduct continuing studies and analyses of proposed and existing organizational work procedures, methods, structure, functions, utilization of personnel, space, work flow and related aspects of management within the Logistics Office to determine effectiveness of operations, adequacy and clarity of procedures and conformance to established authority.
2. Based on findings of studies and analyses present recommendations supported by facts as to operational efficiency, effective personnel utilization, and reorganization plans required by changes in procedures, financial, personnel, or operating conditions.
3. Analyze pertinent legislation, decisions of the Comptroller General, regulations of the Budget Bureau, Department of Defense and General Services Administration to determine their effect on components of the Logistics Office and recommend appropriate action for the Chief, Logistics, required to conform to such legislation and/or regulation.
4. Examine and interpret organizational changes occurring in other Offices for their effect on the responsibilities, relationships, work methods, procedures and functions of the Logistics Office.
5. Provide advice and assistance to Logistics Office components in the preparation, coordination and publication of Agency regulatory issuances initiated by such components.
6. Provide for the control and collaborate in the development of proposed Agency regulatory issuances initiated within, or being coordinated through, the Logistics Office. Proposed Agency regulatory issuances are reviewed for conformance with, Logistics Office policy, effectiveness, efficiency, adequacy and workability in relation to the purpose and objectives to be served, consistency with previous issuances regarding the same or related subject, and adherence to prescribed format. Serves as the Logistics Office liaison Officer to the Regulations Control Staff/USA.
7. Collaborate with the Organization & Methods Service with respect to the logistics aspects of projects undertaken by that Service.

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8. Provide for the control and collaborate in the evaluation of Employee Suggestions concerning Logistics Office operations.
9. Act as technical advisor to survey teams within the Logistics Office.
10. Control issuance of Logistics Office Instructions, Notices, manuals, etc., for headquarters, [redacted] and foreign field.
11. Evaluate existing Logistics Office regulatory issuances and recommends desirable changes, amendment, modification or alternatives to meet Office and Agency requirements.
12. Furnish officials of the Logistics Office with interpretations regarding the scope, intent and effect of internal issuances of the Logistics Office.

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STATEMENT OF DUTIES  
Budget Officer GS-12/13  
Management and Fiscal Branch

1. Fiscal Planning

a. In the performance of these duties, incumbent must review all Agency policies and planning for the impact on the fiscal requirements of the Logistics Office and take such measures as are necessary to reconcile Agency fiscal policies with planning. Whenever fiscal problems confront Logistics Office management, it is the responsibility of the incumbent to plan and coordinate fiscal policy with Office of Comptroller to assure continuance of Logistics Office assigned mission with minimum difficulty.

b. In performance of these duties, incumbent must review all policy directives and planning concerning fiscal matters and recommend necessary action, including liaison with higher echelons, to establish required administrative procedures to effect conformance with these directives.

c. The incumbent is responsible for developing and reviewing methods for making maximum use of the Agency's fiscal reporting systems to obtain necessary data for use of Logistics Office management.

d. In connection with above, incumbent is responsible for establishing, implementing, and overseeing the maintenance of "Memorandum Records of Obligations" by each Staff and Division of Logistics for the allotment accounts under their cognizance.

e. Incumbent is responsible for jointly developing with the Supply Division a fiscal control medium for controlling and providing a means for funding the procurement, supply, and issue of all Agency operational materiel. The use of a working fund or no-year limitation revolving fund is currently being developed. It will be recommended that it replace the operational stock account.

f. Incumbent is responsible for the review and comment for Chief, Logistics, of all recommendations, proposals, regulations, projects, audits, and modifications of existing procedures and regulations which directly or indirectly have fiscal implications on Logistics operations.

2. Budget Planning and Administration

a. Within policies established by the Chief, Logistics and under general direction of the Chief, Management and Fiscal Branch, incumbent is responsible for the direction, coordination and review of the Logistics Office budget, including the total formulation and execution of a budget involving funds in the annual amount of over [redacted] for Logistics Office operations, and to plan the coordination of budgetary requirements of all Agency offices utilizing the procurement and supply functions of the Logistics Office at the rate of [redacted] per year. Budgetary responsibility for LO includes the review and consolidation of personnel budgets

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25X9A2 for six headquarters operating staffs and divisions and involving about [redacted] civilian and [redacted] military personnel, funded from both vouchered and unvouchered funds. 25X9A2

b. In carrying out responsibilities for budget planning and administration, incumbent is responsible for the following:

- (1) Ascertaining current and long-range plans of the Office.
- (2) Coordinates and participates in conferences of Division Chiefs and their budget and fiscal assistants in connection with annual budget preparation and also in connection with financial problems arising in program areas.
- (3) Assists in the resolution of all problems and questions at issue.
- (4) Reviews, coordinates, and supervises the preparation in final form of all budget estimates of the Logistics Office, including Office (preliminary), Agency (formal), and supplemental estimates; reviews and coordinates the development of written, tabular, and other supporting data in justification of the estimates. Directs, reviews and coordinates preparation of material on problem areas which may be under discussion at budget hearings.
- (5) Attends the budget hearings before the Comptroller and the DD/A with Chief of Logistics.
- (6) Reviews and coordinates the program and financial adjustments, including the reformulation of budget documents, incorporating changes and revisions as a result of review and decision by higher authority.

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**Statement of Duties**  
**Records Management Officer, GS-11**  
**Management & Fiscal Branch**

**Records Creation**

1. Review correspondence being created in order to assure adherence to proper format and procedures as set forth in Agency Regulations and IC Instructions; determine the number of copies to be created and distribution thereof; and determine point of official file for subject matter.
2. Review groups of records being created, as well as those proposed to be created, in order to identify record and nonrecord material; establish appropriate retention, retirement, or disposal schedules; and determine number of copies to be created, and distribution thereof.
3. Provide a control over all forms being used, or proposed to be used, in order to utilize, whenever possible, standard forms already in use; review proposed new forms in order to assure that the design conforms to established Agency requirements; determine the number of copies to be created and the distribution thereof; and recommend the elimination of obsolete forms.
4. Provide a control and follow-up over all reports being created in order to determine the feasibility of using standard formats or consolidating various reports; suggest new or revised formats; and determine the number of copies to be created, and the distribution thereof.

**Records Maintenance**

1. Plan, schedule, and conduct surveys and inventories of all Office records to cover: location, type of records, equipment used, space occupied, activity, and other related data; and maintain records of such inventories.
2. Establish and maintain systems designed to provide for the uniform classifying, indexing, and filing of records in centralized or decentralized locations.
3. Establish and maintain systems designed to provide for the adequate and expeditious receiving, recording, and dispatching of mail, cables, top secret and other similar material.

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4. Establish and maintain systems designed to provide adequate and expeditious locating and obtaining of filed record and non-record material, or the providing of other reference services.
5. Serve as Vital Material Officer, accumulating and forwarding to the Repository material considered to be vital to the operations of this Office.
6. Review and control distribution of all Agency and Office issuances to ensure that the needs of all components of the Office are met.

Records Disposition

1. Assure that established retention, retirement and disposal schedules are executed in an orderly and systematic manner.
2. Prepare and submit requests for approval of any amendments or revisions to the authorized disposal schedule.
3. Review and authorize retirement of Office Records and maintains adequate records of same.

General

1. Review all requests originating within the area for office filing equipment in order to determine the actual need for such, ensure maximum utilization, and advise as to most practical and economical type of equipment.
2. Prepare or assist in preparation of Office procedures relating to preparation of correspondence, mail control, filing, and all other phases of Records Management.
3. Participate in all Agency training programs, conferences and lectures concerning the application of good Records Management practices and techniques.
4. Recommend the training of area clerical personnel in the methods, techniques and practices associated with records management, particularly where weaknesses are observed while reviewing correspondence and surveying records.
5. Act as liaison with the Records Management and Distribution Branch of GSO relative to the installation and administration of the overall Agency records management program.

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Statement of Duties  
Mail & File Supervisor, OS-7  
Management & Fiscal Branch

1. Supervise the receipt, sorting, logging, distribution, and maintenance of a continuing control of all Top Secret documents, Registered documents, cables and incoming correspondence to the Chief, and Deputy Chief, Assistant Chief for Operations, and seven Staffs and Divisions of the Logistics Office.
2. Supervise receipt, logging and screening for clerical detail and security classification of all correspondence for signature of the Chief of Logistics and supporting staffs.
3. Supervise transmittal of all classified correspondence and Top Secret documents within CIA and outside of CIA.
4. Instruct personnel of Logistics Office in the use of file and routing Form 35-1 for continuing correspondence control, and solve minor problems arising as to proper application of existing system.
5. Serve as Area Top Secret Control Officer for the Logistics Office with direct responsibility for control of all Top Secret documents in the Area.
6. Overall supervision of Top Secret Control measures within Logistics Area.
7. Recommend appointment of limited number of Top Secret alternates and assistants to provide security and control of Top Secret documents transmitted internally within the various Staffs and Divisions.
8. Indoctrinate all Logistics Office Top Secret alternates and assistants in official Top Secret control procedures.
9. Maintain liaison with CIA Central Top Secret Control Officer and with other Agency Area Top Secret Control Officers.
10. Arrange with OCD for reproduction of TS documents originating from outside of CIA.
11. Arrange with originating offices in CIA for authorization to reproduce TS documents.

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12. Supervise proper handling of Top Secret documents for transmission outside of Area. ( [REDACTED] and Top Secret Guide dated 2 August 1951, R-1c).
13. Serve as Registered Documents Control Officer for the Logistics Office Area with responsibility for receipt, transmission and control of Registered Documents.
14. Supervise receipt, logging and distribution to appropriate Staffs and Divisions of all cables designated for the Logistics Office.
15. Serve as Cable Liaison Officer in making all requests to Signal Center for amended distribution of cables.
16. Screen all incoming cables to insure that referenced cables are on record in Logistics Office. If not, make request to originator and Signal Center for amended distribution.

17. [REDACTED]

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18. Responsible for the establishment, maintenance, cross referencing, and indexing of official file copies of all correspondence, reports, studies, etc. of both incoming and outgoing correspondence for the Logistics Office.
19. Assist Records Management Officer as required in surveys of records, correspondence, mail and file procedures, and in processing Vital Material Deposits and Retirements Requests.
20. Supervise activities of one Mail and File Clerk - GS-5 and one Clerk-Courier - GS-4.
21. Dispatch special courier and provide emergency service to the Logistics Office when need arises.

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Statement of Duties  
Mail & File Clerk, GS-5  
Management & Fiscal Branch

1. Sort, route, log, maintain a continuing control and dispatch all incoming and outgoing correspondence.
2. Prepare control form (35-1, file and routing slip), assign number and determine by contents routing for all correspondence. Note suspense and maintain files of form 35-1 by origin and number to be used as a permanent log. Post all movement of correspondence on 35-1 in file. Check material, prepare for dispatch and make closing entry in files.
3. [REDACTED]
4. Classify and file all Logistics Office official file copies of all correspondence, reports, and studies both incoming and outgoing.
5. As assistant cable officer - receive, log, and distribute to appropriate staffs or divisions all cables designated for Logistics Office, and request additional cables from signal center whenever necessary.
6. As alternate TSCO - log, and act as Area T.S. Control Officer whenever the officer is not available. Process all T.S. documents that enter the Logistics Office Area and maintain LO Central T.S. Files. Prepare weekly log pages and forward to the Central Top Secret Control.
7. Type
8. Perform related duties as assigned.

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STATEMENT OF DUTIES

Clerk-Courier, GS-4  
Management and Fiscal Branch

1. Pick up and deliver mail and documents to all Divisions and Staffs of the Logistics Office.
2. Personally carry material to other offices for coordination, or when time is a factor.
3. Operate ditto machine for duplication of office notices, instructions, and other material as necessity arises.
4. Act as Top Secret Courier for the Logistics Office.
5. Perform such clerical duties, such as reroute incoming mail, address envelopes for transmission of mail through regular messenger service, etc.
6. Log and distribute incoming cables.
7. Assist mail and file clerk whenever possible.
8. Distribute Agency Regulations to components of Logistics Office according to established distribution schedule.
9. Perform related duties as assigned.

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**STATEMENT OF DUTIES  
PERSONNEL OFFICER  
PERSONNEL AND TRAINING BRANCH  
ADMINISTRATIVE STAFF**

The duties of the Personnel Officer, Personnel and Training Branch, Administrative Staff, Logistics Office are to:

1. Develop a uniform system of personnel policies, administration and training for the Logistics Office.
2. Serve as Personnel Evaluation Officer for the Logistics Office.
3. Assist line and staff officials in determining T/O's, classes and types of personnel required, and slotting of personnel.
4. Advise staff and line officials on all phases of personnel problems.
5. Provide advice, assistance and information to the Logistics Career Service Board.
6. Serve as Secretary to the Logistics Career Service Board.
7. Supervise preparation and processing of SF-52, Request for Personnel Action, and prepare or advise operating officials in the preparation of such supporting papers as may be necessary.
8. Brief employees prior to overseas movement.
9. Act as placement officer for new or transferring logistics personnel.
10. Supervise the training function of the Logistics Office.
11. Act as employee counsellor.
12. Approve personnel actions up to and including GS-9 subject to review by the Logistics Career Service Board.
13. Conduct exit interviews with resigning employees.
14. Represent the Director of Personnel, CIA, on all personnel matters which can be resolved within the Logistics Office.
15. Supervise the preparation of reports to the Chief, Administrative Staff, and Chief, Logistics, such as the monthly status report, status of training reports, daily strength report, and others.

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16. Correspond with Logistics Office [REDACTED] on matters of personnel inquiry, policy interpretation and procedural instruction.
17. Direct and coordinate work of staff.
18. Perform related duties as requested.

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STATEMENT OF DUTIES  
TRAINING OFFICER  
PERSONNEL AND TRAINING BRANCH

The duties of the Training Officer, Personnel and Training Branch, Administrative Staff are to:

1. Act for the Chief of the Personnel and Training Branch in his absence.
2. Determine requirements for the training of headquarters and field personnel of the Logistics Office in logistics activities such as warehousing, transportation, contracting, packing and crating, property accounting, and real property acquisition and management.
3. Determine requirements for technical logistics training of personnel of other Offices of the Agency who are engaged in logistics activities.
4. Analyze training requirements and collaborate with the Office of Training in order to determine and set up appropriate training standards, methods, training facilities, and curricula.
5. Aid division chiefs and the Logistics Career Service Board in the selection of candidates for training.
6. Schedule individuals for prescribed training and evaluate effectiveness of training received.
7. Conduct those courses in logistics operations which are to be provided by the Logistics Office and supervise on-the-job training.
8. Prepare and give the Logistics Office presentation for the Administrative Support Course.
9. Serve as Training Liaison Officer for the Logistics Office.
10. Assist the Office of Training in identifying and evaluating extra-Agency facilities for training in logistical matters.
11. Serve as the Training Advisor to the Logistics Career Service Board.
12. Directly supervise one training clerk and assist in supervising two other clerks.
13. Supervise maintenance of supporting training files.

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STATEMENT OF DUTIES  
CAREER MANAGEMENT OFFICER  
PERSONNEL AND TRAINING BRANCH

The duties of the Career Management Officer, Personnel and Training Branch, Administrative Staff, are to:

1. Ensure that the policies and objectives of the Logistics Career Service Board for career development are carried out.
2. Provide professional advice and assistance to the Personnel Officer, Chief, Administrative Staff and to the Logistics Career Service Board in developing Career Management programs and policies.
3. Develop methods and procedures to implement the Career development program.
4. Recommend to the Personnel Officer and the Logistics Career Service Board individual personnel actions deemed to be in accordance with sound career planning and policy.
5. Assist and advise career employees of the logistics career service in their career planning.
6. Serve under the Personnel Officer as Assistant Personnel Evaluation Officer.
7. Brief or supervise the briefing of personnel files to be brought before the Logistics Career Service Board.
8. Assist the Personnel Officer in developing the agendas for Logistics Career Service Board meeting.
9. Assist line and staff officials of the Logistics Office in the career development of their employees.
10. Create and supervise the maintenance of a file of logistics career service employees available for overseas duty.
11. Assist the Training Officer and line and staff officials to select individuals for logistics training.
12. Obtain information from logistics personnel returning from overseas and plan for the mutually satisfactory utilization of their services.
13. Contact area divisions and other components of the Agency to determine logistical personnel needs.

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STATEMENT OF DUTIES  
PERSONNEL CLERK, GS-7  
PERSONNEL AND TRAINING BRANCH

The duties of the Personnel Clerk, GS-7, Personnel and Training Branch, are to:

1. Prepare the monthly personnel report, the daily strength reports, miscellaneous reports, and devise effective methods of presentation.
2. Direct the maintenance of personnel files and supervise the work of two personnel clerks in filing.
3. Draft memoranda for the approval of Personnel Officer, Training Officer, and Career Management Officer.
4. Assist the Personnel Officer in reviewing applicant files for routing to appropriate Logistics Officials.
5. Maintain the T/O book.
6. Contact the Personnel Office, Finance Division, etc. regarding personnel problems referred by Logistics officials and employees.
7. Scan and distribute mail.
8. Assist the Career Management Officer in briefing personnel files for Logistics Career Service Board action.
9. Ensure that all Logistics Office T & A Reports are handled properly and submitted on time.
10. Type letters and memoranda for the Personnel Officer and the Career Management Officer.
11. Check for accuracy and correct all requests for personnel actions.
12. Advises division administrative assistants on specific personnel problems and procedures.
13. Contact the Personnel Office regarding recruitment, canceling of actions, employees in process, etc.
14. Contact Employee Services regarding personal problems referred by Logistics employees.
15. Supervise office routine.

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16. Arrange meetings between supervisors and other officials of the Agency.
17. Be responsible for control of Agency personnel files, classified documents, and other classified material received in the Branch.

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**STATEMENT OF DUTIES  
PERSONNEL CLERK (TYPING), GS-5  
PERSONNEL AND TRAINING BRANCH**

The duties of the Personnel Clerk (Typing), Personnel and Training Branch are to:

1. Act as secretary to the Training Officer including dictation and typing.
2. Contact the Office of Training on behalf of the Training Officer to make appointments, obtain information, or schedule training for logistics personnel.
3. Advise division training officers and administrative assistants on specific training problems and procedures.
4. Maintain training files.
5. Maintain T & A's for the Administrative Staff and the Office of the Chief, Logistics.
6. Take dictation from the Personnel Officer and the Career Management Officer.
7. Type correspondence, Career Service Board Agenda, reports, etc., as assigned,
8. Check and distribute paychecks for the Logistics Office.
9. Assist in the maintenance of Branch files as assigned.
10. Perform related duties as assigned.

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STATEMENT OF DUTIES  
PERSONNEL CLERK, GS-4  
PERSONNEL AND TRAINING BRANCH

The duties of the Personnel Clerk, GS-4, Personnel and Training Branch are to:

1. Type correspondence, reports, etc. as assigned.
2. Operate a dictaphone transcription machine in transcribing dictation by officers of the Branch.
3. Maintains Personnel Information File for the Administrative Staff and the Office of the Chief, Logistics.
4. Maintains Employee Record Card File.
5. Take primary responsibility for the maintenance and control of other Branch files except training files.
6. Furnishes information from files upon request from the Branch officers, Logistics Office components and other authorized Agency personnel.
7. Handle periodic pay increase notification.
8. Distribute T&A's to staffs and divisions of the Logistics Office.
9. Log incoming and outgoing correspondence and mail.
10. Handle distribution and disposition of Personnel Evaluation Reports.
11. Perform related duties as assigned.

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Statement of Duties

Chief, Security Branch

Administrative Staff

Logistics Office

**I. DUTIES AND RESPONSIBILITIES**

- a. The Security Officer, Logistics Office, is responsible for internal security in the Logistics Office and is considered for such security matters the "Office Head" referred to in CIA Security Regulations. This responsibility includes such matters as personnel security violation and the recommendation of penalties to be imposed; approval of outside activities when permissible or when deemed advisable forwarding same to Director of Security for his approval or disapproval; and etc.
- b. Serves in a liaison capacity on all security matters affecting Logistics Office activities, involving top level contacts with the Security Office, CIA, Office of Training, Office of Communications, General Services Office, etc., and also high level contacts with other government agencies supporting or affecting Logistics Office activities. Liaison of a high order is necessary due to unusual type contracts, sensitive nature of project or item, high priority of classified material request, etc. These contacts require the incumbent to be thoroughly cognizant of current security regulations, status of security precautions to be undertaken by manufacturers and for other types of contractors and also operating offices and other government agencies. The incumbent must be capable of determining whether classifications and statements of sensitivity and sterility as determined by the operating officials can be justified and protected from a Logistics standpoint. These matters require the incumbent to possess, in addition to security knowledge and judgement, a comprehensive knowledge of procurement procedures, contract matters, supply and warehousing, transportation, etc.
- c. Advises and counsels all employees of the Logistics Office including Division, Staff and Branch Chiefs, etc., as to the application of security principles to their day to day operations, activities and interests. This advice and counsel is extended quite frequently to individuals from other Agency offices and units whose business with Logistics present a problem with security aspects. This phase of the incumbent's duties, and its liberal extension to all employees who have, or feel they have, a security problem is time consuming but invaluable from a personnel relations standpoint.

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in that all employees are made to feel that the Security Officer, Logistics Office is their friend and welcomes the opportunity to help them with their security problem however large or small it may be. This principle applies not only to operational security, but personal security problems as well.

d. Investigates, analyzes and assists in resolving interdivisional security problems for the Logistics Office. Coordinates when necessary appropriate matters with the Director of Security, CIA. Makes recommendations to the Director of Security, CIA regarding the inadequacy or need for revision of Agency policies and practices in the light of their effect upon Logistics Office activities.

e. Develops and maintains security standards for all Logistics activities and accordingly reviews and analyzes projects and programs from a security standpoint. Coordinates security policies of requesting offices with those of Logistics. Reconciles production contract security requirements with those of the operating and requesting offices to insure that adequate precautions are taken so as to protect classified information, sensitive equipment and items of supply both while in production and in Agency storage locations.

f. Closely monitors all security aspects of the industrial contract program of the Office, including determining the contractor's ability to meet security requirements in light of sensitive nature of item to be produced, etc. Is responsible for briefing all contractors and/or contractor's representatives as to the general Agency security requirements as well as specific security requirements established in connection with the contract as awarded. Security requirements vary with the contract and are an important consideration to the contractor and have a vital effect upon his relations with the Logistics Office. In connection with this program the incumbent maintains close working relations with the contracting officers and negotiators and also with the inspector who makes preliminary surveys of contractor's plants for the purpose of determining production capabilities and, as requested by the incumbent, the security problems to be resolved with respect to physical conditions and persons on board. The incumbent main-

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g. Coordinates with all Divisions and Staffs on matters pertaining to future security requirements.

h. Is responsible for insuring the physical security of both Logistics Office field installations and contractor's plants. Periodic inspection trips are made to such installations and plants to determine that both the physical structure and the operations involved comply with the Agency's security standards in general and with specific contract security requirements. The Security Officer, Logistics Office, is responsible for the physical security of the office building and its contents.

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posed logistics operational sites (warehouses, depots, stations, etc.) [REDACTED] foreign for the purpose of determining their suitability from a security standpoint and recommends such modifications as may be necessary.

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j. Maintains liaison with the Safety Officer, CIA on security matters of interest to him.

k. Performs any other duties, inspections and investigations as required by the Chief, Logistics Office and/or the Director of Security, CIA.

### III. SUPERVISION

The Security Officer, Logistics Office reports directly to the Chief of Logistics as his immediate supervisor; however, technical guidance from a security standpoint is rendered to him by the Director of Security. The position is subjected to a minimum of supervision. Technical guidance is rendered only on policy matters when considered absolutely essential. No oral or written instructions have been formalized although advice is frequently offered. The work and position are without precedent and did not exist prior to incumbents inception thereto. The Chief of Logistics and Director of Security are always available for consideration and problems and questions referred to them are limited to those considered most sensitive or unusual. The Security Officer, Logistics Office has direct supervision over the work and activities of four individuals physically located in his office. There are three Grade - 11 Security Officers and one Grade - 5 Clerk-typist. An additional Grade - 10 Security Officer receives technical guidance and indirect supervision in as much as he is on Supply Division Table of Organization and in a field installation. He is, however, to all intents and purposes part of the Logistics Office, Security Officer's Office. In addition, technical guidance, security-wise, is rendered to three "Acting Security Officers" in Logistics field installations.

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Statement of Duties

Security Officer (GS-11 485)

Security Branch

I. DUTIES AND RESPONSIBILITIES (under supervision of the Security Officer, Logistics Office.)

The incumbent of this position serves as Deputy to the Security Officer, Logistics Office and assists him in the performance of all duties as outlined in job description for Security Officer, Logistics Office (attached hereto). In the absence of the Security Officer, Logistics Office the incumbent of this position assumes these duties and responsibilities as his own.

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STATEMENT OF DUTIES  
SECURITY OFFICER (GS-11 485.01)  
SECURITY BRANCH

I. DUTIES AND RESPONSIBILITIES. (Under the supervision of the Security Officer, Logistics Office.)

1. The incumbent of this position serves in a liaison capacity coordinating all physical security and internal security problems arising in the Logistics Office (headquarters and field) with the cognizant division or staff of the Security Office, CIA and takes whatever action that may be necessary to insure the establishment and maintenance of proper security procedures throughout the Logistics Office.
2. In conjunction with the Physical Security Branch of the Security Division, investigates all possible breaches of security and violations with a view to establish responsibility and recommending future preventative action. In this regard he initiates all correspondence between the Security Division, Security Office and the Logistics Office, recommends penalties to be imposed and takes appropriate follow-up action.
3. Reviews and when required recommends modifications to proposals for storage of materials both at headquarters and in Logistics Office field installations when such storage or the material itself presents a security problem. When safety is involved coordinates such problems with the CIA Safety Officer.
4. Recommends the establishment of restricted or secure areas and coordinates such matters between the division concerned and the Security Division, Security Office. Maintains records of safe files and other safe storage. Handles requests for badges and other credentials required by Logistics Office personnel. Is responsible for advising the security control necessary in the disposal of classified material pertaining to the Logistics Office. Makes necessary recommendations and arrangements for escort of shipments involving sensitive material.
5. Makes periodic inspection of warehouses and depots for physical security standards and when necessary makes recommendations for implementing existing security measures. Surveys proposed sites for projected Logistics Office installations and recommends the necessary adoption of adequate security measures.
6. Investigates cases involving lost or misappropriated property when such cases have security aspects.

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7. Reviews classified contracts and discusses the security sensitivity of items or services with representatives of the requesting office. Makes appropriate inspection of contractors plants facilities from a security standpoint and reports thereon with recommended additions or security modifications.

8. Performs such other duties as may be required by the Security Officer, Logistics Office.

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STATEMENT OF DUTIES  
 Clerk-Stenographer, GS-5  
 Security Branch

Security Information

Under the general supervision of the Security Officer, Logistics Office, serves as Secretary for the Security Officer and his Staff, performing stenographic, administrative and clerical duties involved in the security program for the Logistics Office, undertaking personally the following duties and responsibilities:

1. Takes and transcribes dictation from superiors relative to the security program of the Logistics Office, consisting of correspondence to commercial contractors, covert field activities, non-Agency organizations, inter-office correspondence, instructional and procedural matter for the Logistics Office in connection with the classified procurement program, etc., all of which requires a thorough knowledge of proper format, number of copies required, and the security handling applicable to the various types of correspondence.
2. Maintains a complete control system of all Logistics Office cleared contacts.
3. After a determination has been made by superiors as to type of clearance appropriate and biographical data requirements necessary, as directed, incumbent will initiate certain clearance actions for commercial contractor's personnel who are performing work or services under Agency classified contracts; will also initiate certain contact clearance requests, as directed, for the various Logistics Office divisions. Must be able to readily answer inquiries from any Office in Agency relative to current clearance status of all individuals for whom clearance actions have been initiated in the Security Office for Logistics.
4. Maintains all Official Logistics Office Security Files including Security Office Subject Files, Commercial Contractor Security Files, Clearance Files, etc.
5. Screens all incoming mail to ascertain necessity or desirability of superiors seeing it, if necessary routing it to appropriate individual. Reviews mail for signature to see if it is correct and complete, checks for presence of all signatures and dates.
6. Receives visitors to office, giving information when appropriate and referring to proper assistant to the Security Officer, if others can solve problems. Answers telephones and disposes of those calls she can handle, making proper referral of others to the Security Office, LO, or his assistants.
7. As assigned, collects information and data from Logistics Office sources and compiles it for use of superiors regarding special projects or problems.
8. Performs related duties as required.

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